

## **PUBLIC SAFETY AIDE (598-13)**

**SALARY:** \$27,996.80 - \$37,668.80 annually, plus liberal fringe benefits

This position requires shift work: Nights – weekends - holidays

### **THE POSITION**

This is responsible work of average difficulty in performing paraprofessional and technical duties within the Police Department.

An employee in this class performs a variety of duties in support of sworn police officials including preliminary investigations, investigations of automobile accidents and informing the community of City regulations and services relating to physical and sanitary conditions of domiciles and the grounds surrounding them, buildings, vacant lots, and abandoned vehicles. Duties include the preparation of various reports, utilization of police communication equipment, operating a motor vehicle and processing crime scenes for latent fingerprints and other physical evidence. Incumbents are unarmed civilian employees with no arrest powers. Assignments are received in the form of general outlines for desired results. Detailed instructions are received only for the unusual situations or when procedures are changed. The employee is expected to exercise considerable independent judgment and initiative.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have graduated from a standard high school or possess a G.E.D. from a recognized issuing agency.
2. Possess at least one (1) year public contact experience.
3. Possess or be able to obtain a valid Florida driver's license.
4. Successfully pass a pre-polygraph interview, polygraph examination, and background investigation.
5. Be able to successfully complete Public Safety Aide Academy.
6. Be able to obtain and maintain State of Florida Accident Investigation Certification.
7. Be able to successfully complete a Parking Enforcement Specialist Program and receive a State of Florida certification to write and issue tickets.

### **THE EXAMINATION**

	<b><u>Weight of Test</u></b>
<b>Written Test</b> .....	<b>50%</b>
<b>Oral Interview</b> .....	<b>50%</b>
<b>Polygraph Examination</b> .....	<b>Pass/Fail</b>
<b>Background Investigation</b> .....	<b>Pass/Fail</b>
<b>Medical Examination, including drug screen</b> .....	<b>Pass/Fail</b>

Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

### **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, **open continuously until sufficient applications are received.**

ABW:06/07/06:Ann#174-598-13  
Medical Group II

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